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2 November 1954

PHYSICAL SECURITY BRANCH

Statistical Report

October 1954

I. Security briefings held during the month of October under the auspices of the Chief, Security Division:

	<u>Classes Held</u>	<u>Attendance</u>
Basic (New Personnel)	4	154
Special	1	1
Total	5	155

II. Classified waste collected daily from all CIA Buildings and destroyed by burning:

Total for Month - 145,300 pounds

III. Safe combinations and repair operation:

<u>Combinations Changed</u>	<u>Secondary Repairs Made</u>	<u>Major Repairs Arranged For</u>
537	359	53

IV. Security identification processing of personnel:

Identification Processing
(Fingerprinting, Photo-
graphing, Secrecy Agree-
ment, Reading of Security
Regulations, Scheduling
for Security Indoctrina-
tion, etc.)

<u>Regular Badges Made and Issued</u>	<u>Limited and Special Passes Made and Issued</u>	<u>Regular Badges Destroyed</u>	<u>Limited and Special Passes Destroyed</u>
186	355	237	287

Fingerprints Taken In
Addition to Those In-
cluded in Regular
Indoctrination

Badges Turned
In For Safekeeping
While On Leave, TDY

Reissuance of
Badges Turned
In For Safekeeping
While On Leave, TDY.

19

195

75

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V. Night Security inspections of the various CIA organizational units made by representatives of this Branch:

<u>Office</u>	<u>Number of Inspections Made</u>	<u>Number of Buildings</u>
Director's Office)		
DD/CIA)		
DD/Plans)	26	
DD/Intelligence)	Daily	1
DD/Administration)	Staff	
Inspector General)	Duty	
	Checks	
ONE	2	1
OSI	0	1
ORR	14	6
OCI	0	1
OCD	5	8
O-O	6	4
DD/P	14	6
Communications	6	5
Training	6	7
Personnel	4	2
DD/A - Subordinate Offices		
Security Office	1	2
Comptroller's Office	2	4
General Counsel	2	2
Medical Office	2	3
Logistics Office	6	7
Audit	1	1
GPO	<u>0</u>	3
Total	97	

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VI. Security violations involving unlocked safes and exposed classified material detected as a result of inspections conducted during non-working hours by representatives of the Branch and by the guards:

OFFICE	EXPOSED CLASSIFIED MATERIAL		OPEN SAFES	TOTAL VIOLATIONS	NUMBER OF SAFES & VAULTS
	Top Secret	Secret and Conf			
Director's Office	0	1	0	1)	
DD/CIA	0	0	0	0)	
DD/Plans	0	0	0	0)	
DD/Intelligence	0	0	0	0)	73
DD/Administration	0	1**	0	1)	
Inspector General	0	0	0	0)	
ONE	0	0	0	0	53
OSI	0	1	0	1	266
ORR	0	2* 1**	0	3	782
OCI	0	0	1	1	386
OGD	0	2	1	3	703
O-O	0	1	1	2	304
DD/P	2	4	11	17	2441
Communications	0	0	1	1	282
Training	0	1 3**	1	5	253
Personnel	0	1 2**	2	5	232
DD/A-Subordinate Offices					
Comptroller	0	0	2	2	462
General Counsel	0	0	1	1	17
Medical Office	0	0	0	0	34
Logistics Office	0	1	2	3	566
Audit Office	0	0	0	0	10
Security Office	0	1**	0	1	259
GPO	0	0	0	0	
Totals	2	22	23	47	7123

* Improper transmission
 ** Lost Classified Material

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VII. Visitors processed by the receptionists in the various CIA buildings:

<u>BUILDINGS</u>	<u>PURPOSE OF VISITS</u>				<u>TOTALS</u>
	<u>General Visitors</u>	<u>Applicants for Employment</u>	<u>Employees Forgotten Badges</u>	<u>Deliveries and Repairs</u>	
	45		4	25	74
	214	387	11	11	623
	213		8	5	226
	142	4	12	17	175
	95		2	2	99
	285	21	29	31	366
	179		54	79	312
	516		56	32	604
	824	297	45	166	1332
	179		23	11	213
	182		33	56	271
	346		30	43	419
	789	670	29	70	1558
	44	213	1		258
	274	31	21	47	373
	43		27		70
	344		23	151	518
	<u>485</u>	<u> </u>	<u>26</u>	<u>123</u>	<u>634</u>
Totals	5199	1623	434	869	8125

In addition to the above, 532 applicants for employment were admitted to the Personnel Office interview room in [redacted] adjoining the Reception Room. These persons were logged by the Receptionist but visitor passes were not issued to them as they did not enter the building proper.

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VIII. Credential Record:

Contact Issued.....	5
Contact Destroyed.....	1
Temporary Contact Issued.....	4
Temporary Contact Destroyed.....	13
Firearms Issued.....	1
Firearms Destroyed.....	5
After-Hours Inspection Destroyed.....	2

IX. In addition to the above, numerous conferences, inspections and surveys were conducted covering a variety of physical security problems. Following are listed some of the major accomplishments:

a. Conferences held with Office Security Officers	11
b. Consultants who attended basic indoctrination	5
c. Special security investigations concerning lost classified material, failure to account for CIA directories, improper transmission, material found outside protected areas, etc.	18
d. Major building and area security surveys conducted:	
Headquarters Area	27
Out of Town	0
e. Building security conferences held	27
f. Special instructions given to Night Security Officers	28
g. Special Guard instructions issued in writing	18
h. Entries made in Limited Pass Control Book by NSO's	1581
i. Special instructions given to Receptionists	0
j. Fingerprint cards forwarded to FBI for processing	244
k. Security matters resolved by NSO's during non-working hours	715
l. Photographs pulled and supplied to various organizational units by the badge office and the NSO's	603
m. Conferences held on locks, safes and similar equipment	3
n. Technical security equipment briefings	4
o. Technical security inspections conducted:	
Headquarters Area	0
Out of town	0
p. Armed support furnished:	
Headquarters area	7
Out of town	2

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Distribution

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Orig - Mr. [REDACTED]
1 - A&TS
1 - Mr. [REDACTED]
1 - File

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